

Division of Assessment Implementation DAC Monday Email for October 14, 2002

Testing Window Information Needed

Commissioner Wilhoit's email about flexible testing windows stated that districts should notify KDE about their choice of testing window options by March 1, 2003. However, in an effort to plan shipping schedules with the testing contractor, it would be helpful if as many districts as possible give us an idea as to which window option they are "leaning toward" or share the district's decision if it has already been made. **Please email Kathy Moore (kmoore@kde.state.ky.us) by October 28 with that information.** (Note: This preliminary notification is not binding and changes can be made up to March 1, 2003.) Thanks!

CTB Contact Information

Attached is a letter from CTB concerning the new writing and scoring contacts.



Longitudinal Data

Districts will receive reports on the 2002 Longitudinal Reading Assessment for Grade 5 by October 31. These will be coming directly from DRC.

Alternate Portfolio Update

***Address Change**

The Kentucky Alternate Portfolio staff will be changing offices this week. The new mailing address is: 1 Quality Street, Lexington, KY 40507-1462. The phone and fax numbers will remain the same (phone 859-257-4170, fax 859-323-1838) as will the email addresses of the staff.

***Student Count Forms**

The Student Count form is up on the Alternate Portfolio website www.ihdi.uky.edu/kap. If you have not already registered your Alternate Portfolio students you will need to complete this form by mid November.

Appeals

The deadline for a school to appeal its Spring 2002 Performance Judgment is **November 4, 2002**. The steps for filing an appeal are attached below.



Rewards Update

We have received the following information from Division of Budgets about the tentative timeline of events for the rewards process. They have also confirmed that all information, including the Toolkit, will be sent directly to DACs.

10/9	Staff Verification forms for each school go to print
10/16	Staff Verification forms mailed to districts
11/1	Corrected forms returned to Division of Budgets

11/15	Cleanup of school/district information completed
11/16	Staff Verification form information frozen (no changes
	after this time)
12/11	Division of Budgets reports share amount to KBE
12/31/02-1/31/03	Checks cut and sent to districts